

## TIER 4 ONLINE GUIDE

### Extending your Tier 4 visa inside the UK – Pre-sessional students

Confirm your location as follows:

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**1. Start**   2. Application   3. Documents   4. Declaration

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## Your location

Are you currently in the UK?

☒ Yes

☐ No

Save and continue

Select No to Legal Representation. Only select yes if you are using a solicitor/lawyer to submit your application.

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**1. Start** 2. Application 3. Documents 4. Declaration 5. Pay 6.

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## Legal representation

Do you have a legal representative for this application?

[Legal representatives](#) are qualified to advise you on immigration law and your immigration status.

If you do not know your representative's details, answer No - you can complete this information later.

☐ Yes

☒ No

Save and continue

Create your account by inserting your email address and password. **Make sure you make a note of your email and password as you will need this later to access your application.**

**1. Start** 2. Application 3. Documents 4. Declaration 5. Pay 6

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## Your email and password

Email address

You need an email address and password so you can save your application and go back to it later.

Create a password

Your password must:

- be at least 8 characters long
- contain at least one letter
- contain at least one number or symbol such as @ or %

Repeat your password

Save and continue

Press Continue

# Check your answers

Check the information below before you continue to the next section.

## Personal information

Are you currently in the UK?	Yes
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## Legal representative

Do you have a legal representative for this application?	No
----------------------------------------------------------	----

## Personal information

Email address	t.todman@leeds.ac.uk
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Continue

Click on [Answer questions about this person](#)

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1. [Start](#)   **2. Application**   3. Documents   4. Declaration   5.

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Tier 4 (General) student

**The applicant**

**Part complete**

[Answer questions about this person](#)

▶ [Would you like to add another person to this application?](#)

Enter your name as shown in your passport, click save and continue



Tier 4 (General) student

**The applicant**

**Part complete**

## Your name

What is your name, as shown in your current passport or travel document?

Title

Given names

Family name

▶ [I am not sure how to enter my name](#)

Save and continue

If you have been known by another name select Yes and provide details, if not select No and continue



Tier 4 (General) student  
**Miss Tanya Todman**  
**Part complete**

## Your name

Are you now or have you ever been known by another name?

This includes your maiden name and other names you use or have used in the past.

☐ Yes

☒ No

Save and continue

Provide your mobile telephone number and full address details, including room/flat number. **Make sure you select that you want to receive mail at a different address**

## Applicant contact details

Telephone number

07907 250341

Home address

This must be in the UK.

Room 23, Block B



Central Village

Woodhouse Lane

Town/City

Leeds

Postcode

LS2 3AB



I want to receive mail at a different address.



Complete this section with the International Student Office address as below. Any correspondence relating to your visa application will be sent to the Student Services Counter, Level 9 Marjorie & Arnold Ziff and we will email you to collect this when it arrives.

☒ I want to receive mail at a different address.

Tell us the address where you want us to write to you

This must be in the UK.

Lisa Webb, SSC, Level 9 Ziff ✕

University of Leeds

Woodhouse Lane

Town/City

Leeds

Postcode

LS2 9JT

Save and continue

Cancel

Complete your gender and relationship status and continue

## Your gender and relationship status

What is your gender, as shown in your passport or travel document?

☐ Male

☒ Female

☐ Unspecified

What is your relationship status?

Single



Save and continue

Select your nationality and country of birth from the drop down box.

Add your date of birth and place of birth as shown in your passport

## Your nationality, date and country of birth

You must provide any other nationalities that you hold or have ever held.

Country of nationality

China

[+ Add another nationality?](#)

Date of birth

For example, 20 3 1976

Day    Month    Year

28    02    1995

Country of birth

China

Place of birth

Tell us your place of birth as shown in your passport

Beijing ×

Save and continue

Confirm that you have your passport

## Your passport

Do you have your passport, or a copy of the information on the photo page?

☒ Yes

☐ No

Save and continue

[Return to this application later](#)

Enter your passport details exactly from your passport

## Your passport



**You must use your passport or travel document to complete this section.**

Passport number or travel document reference number

A1235685

Place of issue

This will be a city or province.

Beijing

Issue date

For example, 20 3 1976

Day    Month    Year

01

02

2014

Expiry date

Day    Month    Year

01

02

2024

Save and continue


Confirm your current immigration status as follows

## Your current UK immigration status

Do you currently have a visa or leave to remain?

☒ Yes ☐ No

What type of visa or leave to remain do you have?

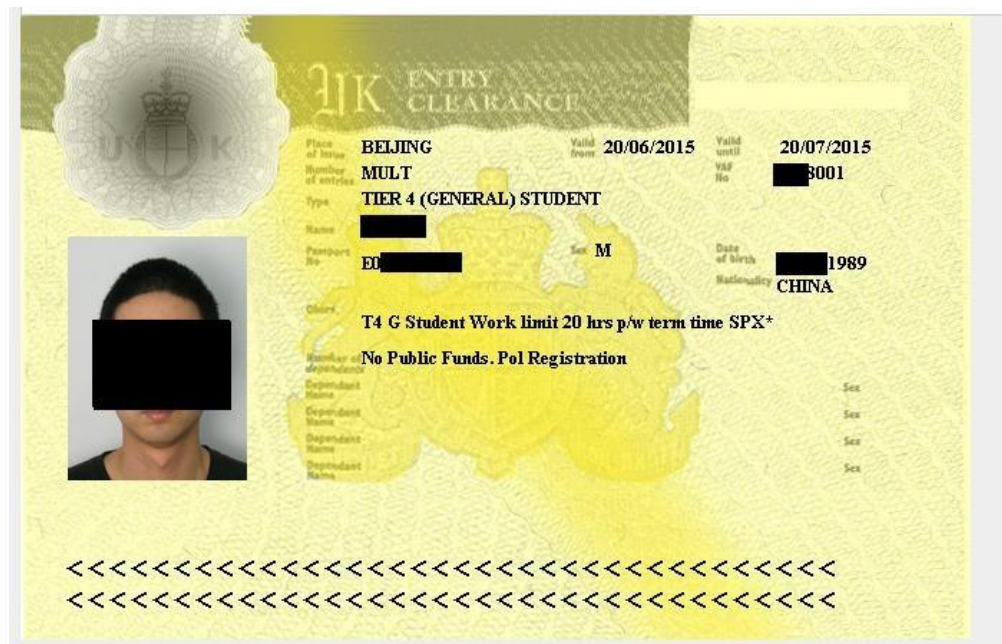
Tier 4 (General) leave to remain 

▶ [I have a different visa or leave to remain](#)

Save and continue

Enter the start and end date of your current visa. Look at the vignette (sticker) inside your passport and copy the dates exactly from that.

Your visa (vignette) looks like this



## Your current visa or leave to remain

What is the start date of your current visa or leave to remain?

For example, 20 3 1976

Day Month Year

04 07 2016

What is the end date of your current visa or leave to remain?

Day Month Year

09 10 2016

Save and continue

You should answer No to this questions and continue

## Revocation, cancellation or curtailment

Has your visa or leave to remain ever been revoked, cancelled or curtailed?

This means your visa or leave was withdrawn after it had been granted. You would have been informed by the Home Office.

☐ Yes

☒ No

Save and continue

[Return to this application later](#)

▶ [Show your answers](#)

You should already have a Tier 4 visa, so select Yes and continue

## Your most recent leave

Was your most recent leave as a Tier 4 student, as a Student or as a Postgraduate Doctor or Dentist?

☒ Yes

☐ No

Save and continue

[Return to this application later](#)



If you are completing a pre-sessional course that is less than 6 months please answer as follows, even if you are completing this form before your pre-sessional course ends

## Completed course of study

Have you completed the course of study for which your most recent leave was granted?

☒ Yes

☐ No

Was the course more than 6 months in length?

☐ Yes

☒ No

Save and continue

If your course is less than 6 months you do not have to register with the police, select No and continue

## Police registration

During your current or last grant of leave in the UK, were you required to register with the police?

Certain nationalities are required to register with the police as a condition of their leave. If this condition applied to you, you will have been instructed to register with your local police station when you were granted your last period of leave in the UK. The requirement to register with the police also features on your visa or your Biometric Residence Permit, if you are required to have one.

☐ Yes

☒ No

Save and continue

If your course is less than 6 months you will not have a BRP, select No and continue

## Your biometric residence permit (BRP)

Do you have a biometric residence permit?

This is a card with your name, nationality and picture. It describes your entitlement to be in the UK.

- ☐ Yes, I have a biometric residence permit
- ☐ No, I had a biometric residence permit for my most recent leave, but I do not have it now
- ☒ No, I did not have a biometric residence permit for my most recent leave

Save and continue

If your course is more than 6 months you should have a BRP, select Yes and provide the reference number

## Your biometric residence permit (BRP)

Do you have a biometric residence permit?

This is a card with your name, nationality and picture. It describes your entitlement to be in the UK.

☒ Yes, I have a biometric residence permit

Enter your permit number

RC1234567

☐ No, I had a biometric residence permit for my most recent leave, but I do not have it now

☐ No, I did not have a biometric residence permit for my most recent leave

If you have a [National Insurance](#) number provide details, if you do not have a National Insurance number select 'I do not have a National insurance number' and continue. You should only have a National Insurance number if you are working in the UK

## Your National Insurance number

What is your current National Insurance number?

Example QQ 12 34 56 C

☒ I do not have a National Insurance number, or I have a temporary one

Save and continue

If you have studied on a Tier 4 Child Visa previously, select Yes. If you have never studied on a Tier 4 Child Visa select No and continue.

## Study as a Tier 4 (Child) student

Have you studied in the UK as a Tier 4 (Child) student?

☐ Yes

☒ No

Save and continue

[Return to this application later](#)

If you have not studied a degree in the UK or a [majority English speaking country](#) select No and continue

## Degree from an English speaking country

Have you studied an academic course in a majority English speaking country that is equivalent to a UK degree or above?

☐ Yes

☒ No

Save and continue

If your CAS states the following: '*Higher Education Institution (HEI) sponsor has made assessment*' no English evidence (e.g. an IELTS certificate or your pre-sessional course certificate) is required and you should select the section as below.

## English language assessment

If you are studying at a higher education institution, have they assessed that you meet the English language requirement, or that you are a 'gifted student'?

You can find this information on your Confirmation of Acceptance of Studies (CAS) statement, if you have one.

☒ Yes

☐ No

Save and continue

As an international student, you are not entitled to claim public funds, select No and continue

## Public funds

Have you ever received any public funds (money) in the UK?

This includes benefits for people on low incomes, such as housing or child benefits.

☐ Yes

☒ No

Save and continue

If you do not have any criminal convictions select 'No, I have never had any of these'

If you do have a criminal conviction or any of the below e.g. a speeding ticket, you **MUST** declare this. If you do not declare this your application will be refused as you will be conceived to be using deception.

## Your criminal or civil offences

Do you have any of the following, in the UK or in a different country?

Only select one offence at a time. If you need to give more than one answer, you can do so on another page.

- ☐ A criminal conviction, at any time
- ☐ A driving offence, at any time, eg for speeding or no insurance
- ☐ Arrested and charged, and currently on or awaiting trial
- ☐ A caution, warning, reprimand or fixed penalty notice
- ☐ A court judgment, eg for debt
- ☐ A fine for breaking UK immigration law (called a 'civil penalty')
- ☒ No, I have never had any of these

If you have never been involved in War crimes, select No and continue

## War crimes

In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

War Crimes are grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict.

The types of acts that may constitute a war crime include:

- wilful killing
- torture
- extensive destruction of property not justified by military necessity
- unlawful deportation
- the intentional targeting of civilians
- the taking of hostages
- Crimes against humanity
- Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons
- Genocide
- Acts committed with intent to destroy, in whole or in part, a national, ethnic, racial or religious group

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [legislation.gov.uk](https://www.legislation.gov.uk/ukpga/2001/29/schedule/8). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

☐ Yes

☒ No



If you have never been involved in Terrorist activities; organisations or views, select No and continue

## Terrorist activities

Have you ever been involved in, supported or encouraged terrorist activities in any country?

Terrorist activities are any act committed, or the threat of action designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that:

- involves serious violence against a person
- may endanger another person's life
- creates a serious risk to the health or safety of the public
- involves serious damage to property
- is designed to seriously disrupt or interfere with an electronic system

☐ Yes

☒ No

Save and continue

# Terrorist organisations

Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

An organisation is concerned with terrorism if it:

- commits or participates in acts of terrorism
- prepares for terrorism
- promotes or encourages terrorism (including the unlawful glorification of terrorism)
- or is otherwise concerned in terrorism

☐ Yes

☒ No

# Terrorist views

Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?

☐ Yes

☒ No

Save and continue

The University of Leeds is your educational sponsor, enter the details as follows

## Sponsor licence number and address

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor to get their licence number.

What is your sponsor licence number?

Sponsor's address

Town/City

Postcode



Your primary site of study is the same as your Tier 4 sponsors address, select Yes and continue

## Primary site of study

Is the address of your primary site of study the same as your Tier 4 sponsor's address?

☒ Yes☐ No

Save and continue

If you applied for your course through [UCAS](#) provide your personal ID number, if you did not apply through UCAS select No and continue

## UCAS details

Did you apply for your course through UCAS?

☐ Yes

☒ No

Save and continue

If you require [ATAS](#) approval select Yes and provide the reference number. If you do not require ATAS select No and continue.

(Students applying for postgraduate study in certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction (WMDs) or their means of delivery, will need to apply for an Academic Technology Approval Scheme (ATAS) certificate before they can study in the UK.)

If ATAS is required it will be stated in your offer letter and on your CAS here:

Course Fee for First Year: £0

Fees Paid £0

ATAS Certificate required: Yes

## Academic Technology Approval Scheme (ATAS)

Do you need to obtain permission from the Academic Technology Approval Scheme (ATAS)?

☐ Yes

☒ No

▶ [I am not sure](#)

If you are **self-funded** or **funded by your parents**, select No and continue.

If you receive money from an official financial sponsor, select Yes and continue.

Examples of official financial sponsors are detailed below

## Current or past official financial sponsor

Are you currently receiving money from an official financial sponsor - or have you received money from an official financial sponsor in the past 12 months?

☐ Yes

☒ No

### ▼ What is an official financial sponsor?

Examples of an official financial sponsor include the UK Government or your home government, a university, or an international company or organisation. Examples of support may include a scholarship, internship, fellowship or training programme.

Save and continue

If you are **self-funded** or **funded by your parents** select No and continue

## Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

☐ Yes

☒ No

▶ [What is an official financial sponsor?](#)

Save and continue

If you will be receiving funding from an official sponsor, select Yes. Sponsorship information will not be confirmed in your CAS, you will need to submit an up to date original sponsor letter with your application.

## Future official financial sponsor

Will you be receiving money from an official financial sponsor for your continuing studies?

☒ Yes

☐ No

▶ [What is an official financial sponsor?](#)

How can you prove you have an official financial sponsor?

☐ My sponsor has confirmed this information on my CAS

☒ Letter of official financial sponsorship

If you are **self-funded** (or a **sponsored student**) and using your own bank statements, select Yes and continue

## Money (maintenance funds)

Is all the money you will use to support yourself while studying in the UK in an account in your name, or a joint account you share with another person?

☒ Yes

☐ No

Save and continue

If you are **funded by your parents** complete as follows.

You will require your original birth certificate and a letter from your parents confirming they are funding your studies in the UK.

## Money (maintenance funds)

Is all the money you will use to support yourself while studying in the UK in an account in your name, or a joint account you share with another person?

☐ Yes

☒ No

Are you relying on money held in an account under your parent(s) or legal guardian(s) name?

☒ Yes

☐ No

Do you have permission from your parent(s) or legal guardian(s) to use this money?

☒ Yes

☐ No

How can you prove they are your parent(s) or legal guardian(s)?

☒ Birth certificate

☐ Adoption certificate

☐ Court document



The following information is confirmed in your CAS. The level of qualification is:

Bachelors **NQF6**

Masters **NQF7**

PhD **NQF8**

## Course information

Institution name

University of Leeds

Are you applying to be a Student Union Sabbatical Officer?

☐ Yes

☒ No

Qualification you will get

NQF7/SCQF11

This is the level of the qualification you will receive at the end of your course. It may not be the same level at which you are currently studying.

For example, many UK degree courses will incorporate studies at NQF levels 4, 5 and 6 but the level of qualification reached at the end of the course will always be NQF level 6.

Course name

Law

Course start date

For example, 20 3 1976

Day Month Year

19

9

2016

Course end date

Day Month Year

30

9

2017

Select No to this question

The Doctorate Extension Scheme is only available for PhD students who are due to complete their course.

## Doctorate Extension Scheme

Are you applying for the Doctorate Extension Scheme?

☐ Yes

☒ No

Save and continue

If you are not living in [University of Leeds accommodation](#) select No and continue

## Accommodation payments

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation.

☐ Yes

☒ No

If you are living in **University of Leeds accommodation** and have made a payment to the University for this accommodation, select Yes and state how much you have paid. If this payment is not confirmed on your CAS you will need to submit an original receipt as proof of payment.

## Accommodation payments

Have you or your parent(s)/legal guardian(s) already paid any money to your sponsor for accommodation?

This is only money paid to your sponsor. For example, this does not include money paid to a private landlord or housing organisation.

☒ Yes

☐ No

How much has been paid?

200

How can you prove this amount has been paid?

☐ My sponsor has confirmed this information on my CAS

☒ Receipts

If you have not paid any of your course fees, select No and continue

## Course fees

How much are your total course fees?

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor for this information.

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

Please select No if your course does not have a fee.

☐ Yes☒ No

If you have paid some or all of your course fees, confirm the amount paid and how you can prove this. If the payment is not listed on your CAS then you will need to submit an original receipt.

## Course fees

How much are your total course fees?

This information is on your Confirmation of Acceptance for Studies (CAS) statement, or contact your sponsor for this information.

Have you or your parent(s) or legal guardian(s) already paid any of your course fees?

Please select No if your course does not have a fee.

☒ Yes☐ No

How much has been paid?

How can you prove this amount has been paid?

☐ My sponsor has confirmed this information on my CAS☒ Receipts

Please provide your CAS number as stated on your CAS

## Your Confirmation of Acceptance for Studies

Do you have a Confirmation of Acceptance for Studies (CAS) number?

☒ Yes ☐ No

Confirmation of Acceptance for Studies reference number

E4G8VE5E20P0U7

Save and continue

This is the end of the application, you can check through your answers and make any changes, if required

## Check your answers

Check the information below before you continue to the next section.

### Personal information

Title	Miss	<a href="#">Change</a>
Given names	Tanya	
Family name	Todman	
<a href="#">Also known by another name?</a>		<a href="#">Add</a>
Telephone number	07907 250341	<a href="#">Change</a>
Home address	Room 23, Block B Central Village Woodhouse Lane Leeds LS2 3AB	
I want to receive mail at a different address.	Yes	
Tell us the address where you want us to write to you	Tanya Todman, ISO, Level 11 Ziff University of Leeds Woodhouse Lane Leeds LS2 9JT	
What is your gender, as shown in your passport or travel document?	Female	<a href="#">Change</a>
What is your relationship status?	Single	

**Do not proceed any further, if you do we may not be able to correct any mistakes. You should book an appointment and get your application checked by a Visa Checker, when you have bank statements which cover 28 days. You can pay for your IHS (Immigration Health Surcharge) fee and visa application fee at your appointment.**